

FORM ICT-1(S)
(3-8-2004)2003 INFORMATION AND COMMUNICATION
TECHNOLOGY (ICT) SURVEYU.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Industry Category Codes:

Printed above are the industries in which we believe your company operates. If necessary, correct the above industry category code(s) to reflect your company's operations.

Refer to the list of industry codes and descriptions beginning on page 5 of the Instructions and Industry Category Codes List Manual.

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, YOUR REPORT IS CONFIDENTIAL. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears at the top of this page.

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FROM THE DIRECTOR
U.S. CENSUS BUREAU

We are conducting the Information and Communication Technology (ICT) Survey, and we would like you to help by completing the enclosed survey form.

The Information and Communication Technology Survey will supplement the Annual Capital Expenditures Survey (ACES) and be a key source of information about our country's economic performance. These data are very important for calculating the investment component of gross domestic product. Investment data are useful for identifying business opportunities, product development and strategic planning.

Title 13 of the United States Code requires you to answer this survey, and it also requires us to keep your response confidential.

We realize that completing this survey is a burden for you. We hope, however, that you appreciate the importance of your response in providing accurate data about our Nation's economic performance. We have limited the survey sample to the fewest possible number of representative firms, and we accept estimates if book figures are not available.

Please review the instructions, complete the form, and return it within 30 days. The instructions can assist you on how to report for each item. Returning your form promptly helps us keep follow-up costs down. If you have any questions or comments, please call us toll-free at 1-800-528-3049.

Thank you in advance for your cooperation.

Sincerely,



Charles Louis Kincannon

Enclosure

DEFINITIONS AND GENERAL INSTRUCTIONS

PLEASE REFER TO THE ENCLOSED INSTRUCTIONS AND
INDUSTRY CATEGORY CODES LIST MANUAL.

- **SURVEY SCOPE** – This survey collects expenditure data for nonfarm companies, organizations, and associations operating within the United States. Information for agricultural production operations should be excluded. However, companies performing agricultural services are included. Information for churches, non-profit organizations, and organizations that are government owned but privately operated, should be included.
- **SURVEY PERIOD** – Report data for calendar year 2003. Refer to page 1 of the instruction manual if your records are on a fiscal year basis.
- If your company ceased operations during the survey year, complete the form for the period of time the company was in operation.

- Reasonable estimates are acceptable.

- Report dollar values rounded to thousands.

Example: If figure is \$179,125,628.00 report →	\$Mil	\$Thou	\$Dol
	179	126	

- Please complete and return the form in the envelope provided by the due date shown on the top of the page with your mailing address. To request another survey form or an extension of time for filing, call 1-800-528-3049.
- To return the form by FAX, fax to 1-800-438-8040.
- If you have any questions regarding this survey or need help completing it, call 1-800-528-3049.

SAMPLE COPY DO NOT SUBMIT.

This is a guide for completing the form. It is intended to supplement the enclosed instruction booklet. Use the page numbers on this guide to reference more detailed descriptions in the instruction booklet.

For more information, refer to: <http://www.census.gov/csd/ict>

Complete one form for each industry in which the company operates (page 2).

Report non-capitalized purchases and upgrades of equipment. If there are service agreements, refer to the instructions booklet, page 2. Exclude maintenance and repairs and items for which a depreciation account has been established (page 2).

2003 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY Non-capitalized Expenses						
<p>Report for all domestic operations only. Reasonable estimates are acceptable. Exclude depreciation.</p> <p>ITEM 1 Enter Industry Category Code from cover page <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <ul style="list-style-type: none"> Complete a separate page for each industry in which this company operated and had non-capitalized ICT expenditures in 2003. The list of Industry Category Codes on the cover page are the industries in which we expected this company to have operations in 2003. If your company did not have any non-capitalized ICT expenditures for the 2003 reporting period, enter "0" in the appropriate cell(s). 						
ITEM 2 EQUIPMENT EXPENDITURES (Report Computer Software in Item 3)		Non-capitalized Purchases (Excluding purchased computer and communication services and maintenance and repairs) (901)		Non-capitalized Operating Leases and Rental Payments (Excluding maintenance and repairs) (902)		
		\$Mil.	\$Thou.	\$Dol.	\$Mil.	\$Thou.
311 Computer and Peripheral Equipment Mainframes, personal computers, laptops, workstations, terminals, computer servers, printers, plotters, monitors, storage devices, personal digital assistants (PDAs), automatic teller machines (ATMs), point of sale terminals, etc.						
313 Information and Communication Technology Equipment, Excluding Computer and Peripheral Equipment Central office switching equipment, telephones (wired and wireless) and telephone apparatus, facsimile equipment, bridges, routers, gateways, portable transmitting and receiving antennas, communications satellites, cable television equipment, global positioning system (GPS) equipment, radio and television studio broadcasting equipment, fire detection and alarm systems, intercom systems, etc.						
316 Electromedical and Electrotherapeutic Apparatus Magnetic resonance imaging equipment, electrocardiographs, medical ultrasound equipment, electromedical endoscopic equipment, defibrillators, etc.						
ITEM 3 COMPUTER SOFTWARE EXPENDITURES (Including Payroll for Developing Software)		Non-capitalized Purchases and Payroll for Developing Software (Excluding maintenance and repairs) (901)		Non-capitalized Software Licensing and Service/Maintenance Agreements (Including leased software) (902)		
		\$Mil.	\$Thou.	\$Dol.	\$Mil.	\$Thou.
318 Computer Software (Including Payroll for Developing Software) <ul style="list-style-type: none"> Prepackaged (off-the-shelf), vendor customized, and internally developed software. Costs related to software development (for internal use and/or resale) including loaded payroll (salaries, wages, benefits, and bonuses). Exclude other IT payroll. 						

For each type of equipment, report payments made in exchange for use of equipment with no transfer of ownership, e.g. rent and operating lease payments. In multi-year rental agreements, report only the figure for the 2003 reporting period. Exclude capital leases (page 2).

In this cell, report one-time or periodic purchases or upgrades for software. Include site and seat licenses if purchased on a one-time or periodic basis; include operating systems, applications, back-office software, etc. (page 3). Also include the portion of loaded payroll directly related to *software development* (whether the developed software is for internal use or resale). Such payroll figures include salaries, wages, benefits, and bonuses. Exclude payroll related to other IT functions (page 4).

In this cell, report expenses incurred on an ongoing basis according to contractual agreements. Include site and seat licenses for software if they are part of an *agreement to renew* on a regular basis, e.g. operating systems, tax-preparation applications, etc. Also include service agreements for software. Exclude one-time purchases or upgrades of software (page 4).

2003 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SURVEY

Non-capitalized Expenses

Report for all domestic operations only.
Reasonable estimates are acceptable.
Exclude depreciation.

ITEM 1

Enter Industry Category Code from cover page

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- Complete a separate page for each industry in which this company operated and had non-capitalized ICT expenditures in 2003.
- The list of Industry Category Codes on the cover page are the industries in which we expected this company to have operations in 2003.
- If your company did not have any non-capitalized ICT expenditures for the 2003 reporting period, enter "0" in the appropriate cell(s).

ITEM 2 EQUIPMENT EXPENDITURES
 (Report Computer Software in Item 3)

311	Computer and Peripheral Equipment Mainframes, personal computers, laptops, workstations, terminals, computer servers, printers, plotters, monitors, storage devices, personal digital assistants (PDAs), automatic teller machines (ATMs), point of sale terminals, etc.
313	Information and Communication Technology Equipment, Excluding Computer and Peripheral Equipment Central office switching equipment, telephones (wired and wireless) and telephone apparatus, facsimile equipment, bridges, routers, gateways, portable transmitting and receiving antennas, communications satellites, cable television equipment, global positioning system (GPS) equipment, radio and television studio broadcasting equipment, fire detection and alarm systems, intercom systems, etc.
316	Electromedical and Electrotherapeutic Apparatus Magnetic resonance imaging equipment, electrocardiographs, medical ultrasound equipment, electromedical endoscopic equipment, defibrillators, etc.

Non-capitalized Purchases
 (Excluding purchased computer and communication services and maintenance and repairs)
 (901)

Non-capitalized Operating Leases and Rental Payments
 (Excluding maintenance and repairs)
 (902)

\$Mil.	\$Thou.	\$Dol.	\$Mil.	\$Thou.	\$Dol.

ITEM 3 COMPUTER SOFTWARE EXPENDITURES
 (Including Payroll for Developing Software)

318	Computer Software (Including Payroll for Developing Software) <ul style="list-style-type: none"> • Prepackaged (off-the-shelf), vendor customized, and internally developed software. • Costs related to software development (for internal use and/or resale) including loaded payroll (salaries, wages, benefits, and bonuses). • Exclude other IT payroll.
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Non-capitalized Purchases and Payroll for Developing Software
 (Excluding maintenance and repairs)
 (901)

Non-capitalized Software Licensing and Service/Maintenance Agreements
 (Including leased software)
 (902)

\$Mil.	\$Thou.	\$Dol.	\$Mil.	\$Thou.	\$Dol.

REPORTING PERIOD COVERED

a. Do the reported data cover the calendar year 2003?

95 1 ☐ YES

2 ☐ NO – *Specify period covered* —————→ 3

FROM		
Month	Day	Year

TO		
Month	Day	Year

OWNERSHIP INFORMATION

a. Was this company in operation on December 31, 2003?

96 1 ☐ YES

2 ☐ NO – *Give date operations ceased* —————→ 3

Month	Day	Year

b. Did the ownership of this company change during the year ending December 31, 2003?

97 1 ☐ YES

Specify date of change

AND fill in c. below ↘

2 ☐ NO

Month	Day	Year

c. Name of new operator/company

Contact name at new company

Number and street address

Contact telephone number
()

City

State

ZIP Code

REMARKS

Please explain any large or unusual changes to your company's domestic ICT expenditures.

CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report *(Please print or type)*

Telephone number

FAX number

Area code
()

Number

Ext.

Area code
()

Number

Signature of authorized official

E-mail address

Date

Please be sure to correct any name, address, and ZIP Code errors on the imprinted address on page 1 of this form booklet.

PLEASE RETURN YOUR
COMPLETED FORM TO

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

OR

FAX the form to 1-800-438-8040

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE IN THIS SURVEY.